

# EMPLOYMENT WITH THE STATE OF MICHIGAN

## Application Process

The State of Michigan selection process uses a web-based vacancy-driven system to fill positions in the classified state service. This means jobs are posted to the Civil Service Commission's website when there is a hiring need, and use of an electronic application process (NEOGOV) is used to apply for state employment in lieu of a resume and cover letter. You can apply for any job of interest to you while it is posted on our website.

To view vacancies go to <http://www.michigan.gov/statejobs>, then click on "MI Jobs Your Career Starts Here". To build your electronic application ("Profile"), follow the instructions in the **How to Apply** link. You can build and save multiple versions of your application and download your transcripts to our secured site for repeated access.

Complete and submit an electronic **JOB INTEREST CARD** to receive an automated e-mail alert for 12 months when jobs of interest to you are posted.

## Michigan Civil Service Commission Career Services

The Career Services office within the Michigan Civil Service Commission (MCSC) provides applicants with employment information regarding all state agencies.

Offices in Lansing and Detroit offer personalized assistance with career planning, including review of your resume to determine classifications you may be eligible for based on your experience and education. To request a review, submit your resume to either office at the address or fax number below, or send an e-mail to [MCSC-CareerServices@michigan.gov](mailto:MCSC-CareerServices@michigan.gov).

At [www.michigan.gov/mdcs](http://www.michigan.gov/mdcs) you will find information on Veterans Preference, Job Specifications and Pay (a generic description of the classification, typical duties, any required knowledge, skills, abilities, education, or experience and pay rate), tips on How to Prepare for an Interview, Examinations, Examination Schedules, Career Path Charts, and more.

LANSING OFFICE  
400 South Pine Street, Suite 101  
Lansing, MI 48909  
(800) 788-1766 [toll free]  
(517) 373-3030 [voice]  
(517) 373-7690 [fax]

DETROIT REGIONAL OFFICE  
3042 West Grand Boulevard  
Suite 4-400  
Detroit, MI 48202  
(313) 456-4400 [voice]  
(313) 456-4411 [fax]

[www.michigan.gov/mdcs](http://www.michigan.gov/mdcs)

If you have a hearing impairment, call 711 or 1-800-649-3777.

The following link will take you to our customer survey. We appreciate your feedback.

<http://web1mdcs.state.mi.us/CareerServicesCustomerService/CareerServicesCustomerService.htm>



Facebook.com/  
StateOfMichiganCareers



Twitter.com/  
SOMCareers

**The State of Michigan is an Equal Opportunity Employer**

## FREQUENTLY ASKED QUESTIONS

- 1) **Where are vacancies posted?** Jobs for all departments in state government are posted at [www.michigan.gov/statejobs](http://www.michigan.gov/statejobs) (click on “MI Jobs Your Career Starts Here”).
- 2) **How do I apply for a job?** Click “Apply” on the job posting to attach and submit the application and any required documents (see “How to Apply” for detailed instructions).
- 3) **How do I apply to take an examination?**
  - a. Go to [www.michigan.gov/statejobs](http://www.michigan.gov/statejobs)
  - b. Click on **Take an Exam** in the left column
  - c. Choose the examination of interest
- 4) **How do I know if a college degree is required?** The job posting will indicate if a degree is required. For a list of jobs that require a degree, go to:
  - a. [www.michigan.gov/mdcs](http://www.michigan.gov/mdcs)
  - b. Click on **Career Services** in the left column and go to the Career Planning Tools section
  - c. Click on **College Degree Requirements for Civil Service classifications**
- 5) **How should I apply when I do not have access to a computer or the Internet?** Contact your local library, MI Works! Office, or the Detroit or Lansing office of Career Services within the MCSC.

### STATE JOBS REQUIRING EXAMINATION

*The applicable Math, General or Secretary test of the following examination is administered when an applicant is selected for an interview. A passing score is required for further consideration.*

#### EXAM TITLE

#### JOBS REQUIRING THIS EXAM

##### **Administrative Support**

*(formerly known as the 5030 exam)*

Jobs covered by Math test

Accounting Assistant 5—8  
Calculations Assistant 5—8

Jobs covered by General test

*(Requires 25 corrected WPM.)*

Data Coding Operator 5—8  
General Office Assistant 5—8  
Human Resources Assistant 7—9  
Library Assistant 5—8  
Medical Benefits Reviewer 5—8

Jobs covered by Secretary test

*(Requires 40 corrected WPM.)*

Executive Secretary E10—11  
Legal Secretary 7—9  
Secretary 7—9  
Word Processing Assistant 5—8

*For the following examinations, applicants must take and pass the examination before applying for a vacancy: Go to [www.michigan.gov/statejobs](http://www.michigan.gov/statejobs), click on “Take an Exam” in the left column and choose the examination of interest.*

#### EXAM TITLE

#### JOBS REQUIRING THIS EXAM

##### **Entry-Level Law Enforcement**

*(formerly known as the 2002 exam)*

Conservation Officer 10  
Motor Carrier Officer (Recruit) 9  
State Trooper 10

##### **Entry-Level Corrections Officer**

*(formerly known as the 4012 exam)*

Corrections Officer 8